

CAREER OPPORTUNITY

Human Resources Specialist–Supervisory Pittsburgh, Pennsylvania CL 29 (\$66,706 - \$108,459)



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position: Human Resources Specialist - Supervisory

Annual Salary: \$66,706 - \$108,459 (depending upon qualifications), CL 29

Position Location: Pittsburgh, PA

Application Deadline: July 15, 2010

Position Summary:

The Supervisory Human Resources Specialist (HRS) performs and coordinates administrative, technical, and professional work related to human resources programs and training activities, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The HRS assists the Clerk and Chief Deputy in performing and documenting Internal Control and Audit processes. Additionally, the HRS supervises the activities of the Court's Training Specialist.

Duties:

Include, but are not limited to the following:

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, develop, and recommend human resources policies for the Court unit. Advise the Clerk and Chambers on HR matters, procedures and practices. Create and maintain fair employment policies and practices and may serve as an employment dispute resolution coordinator. Provide advice on organizational structures and classification standards. Assist the Clerk and Chief Deputy in developing strategic short- and long-term plans. Advise judges, executives, senior manager, and Court staff on human resources matters, procedures, and practices. Make studied recommendations regarding Clerk's Office policies. Promptly prepare and disseminate information regarding employee policies and benefits to all Clerk's Office and Chambers' staff.
- Conduct job analyses. Develop and update position descriptions. Administer the performance management system. Assist with the implementation and administration of the Court's Performance Management Plan, including oversight of Individual Development Plans, Remedial Action Plans, Performance Meetings and Performance Evaluations. Monitor and evaluate each supervisor's performance

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including but not limited to: the quality and timeliness of project completion, mentoring and oversight of staff, and the quality and timeliness of the supervisor's evaluation of his or her staff pursuant to the Court's Performance Management Plan. May act as lead for other human resources staff, providing guidance and training, ensuring the accuracy of forms and documents.

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments also subject to mandatory electronic funds transfer.

- Develop internal training programs for internal customers (employees) and/or external customers (such as attorneys filing cases in the Court) which may include researching potential training topics, planning, designing and evaluating learning programs. Actively seek local and national training on matters related to human resources and related policies. Provide training to Clerk's Office and Chambers' staff on matters related to payroll, time tracking, benefits and all policies affecting staff. Coordinate, deliver, and evaluate training programs, including those developed in-house and developed by outside vendors. Arrange professional training credit opportunities for staff. Draft manuals, handbooks, job aides, web content, and other training materials. Change or customize existing training programs. Respond to training requests identified by managers.
- Perform duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, records maintenance, performance management, etc.
- In conjunction with managers, assess training needs for both internal and external customers, including conducting surveys and interviewing of customers, analyzing and prioritizing operational needs, difficulties, and knowledge gaps.
- Supervise and perform all of the duties of the Training Specialist, serving as the back-up and/or replacement for the Training Specialist as needed.
- Work with the IT Systems Department, including maintaining a comprehensive and current Employee Handbook and Human Resources website.
- Develop and maintain a comprehensive and current Continuity of Operations Plan (COOP).
- Assist the Clerk and Chief Deputy in preparing the Court's budget and financial reports.
- Perform such other tasks and complete such other projects that may be assigned by the Clerk or Chief Deputy from time to time, including projects or tasks relating to the administration and/or operation of the Court.

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Minimum Qualifications:

To qualify for the position an individual must have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead subordinates, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the position; and have at least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered.

The individual must possess strong interpersonal and communications skills and be willing to take on new duties as they are assigned with a positive and creative attitude.

Desired Qualifications:

It is desired that applicants have an undergraduate or graduate degree in human resources, public administration, business training, and/or adult education.

How To Apply:

Applicants must submit electronically by 5:00 p.m. on Thursday, July 15, 2010: a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78). Instructions and forms for applying electronically are available at <http://www.pawb.uscourts.gov/careers.htm>.

Please do not call or email the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.